



## ACAP FACT SHEET

### Address and contact information for appointments

232 McNair Road, Building 404, Fort Myer, VA 22211

(703) 696-0973

Website: [www.acap.army.mil](http://www.acap.army.mil)

### Hours of Operation:

0730-1600

0800-1200 – Pre-separation Appointments

**1300-1530 – Clearing exclusive times**

### VOW ACT Requirements

#### **Effective 21 Nov 12 – MANDATORY**

- ☐ Soldier must start transition NLT 12 months from separation date (ETS or Retirement date)
- ☐ Pre-separation Counseling (DD 2648 / -1)
- ☐ Individual Transition Plan
- ☐ Documented Continued Military Service Opportunity via USAR/ARNG membership (for AC Soldiers)
- ☐ An integrated 12-month post-separation budget
- ☐ Complete a MOS crosswalk gap analysis
- ☐ VA Benefits Briefing I & II and eBenefits registration
- ☐ Job application package OR a job acceptance letter
  - Private or Federal resume
  - Personal and professional reference list
- ☐ Service Member's Individual Transition Plan Checklist (DD 2958)
- ☐ DOL Employment Workshop
- ☐ Army Transition Exit Survey (use link below) – Once completed, print a copy and take it to the Out-processing office when picking up clearing papers:

<http://www.myarmyonesource.com/ArmyTransitionProgramExitSurvey>

<<http://www.myarmyonesource.com/ArmyTransitionProgramExitSurvey>>

**Commanders are to ensure Soldiers assigned to their units are in compliance.**

**Soldiers must meet all these requirements in order to be cleared by ACAP.**

## **Recommended ACAP Timeline for Soldiers to meet requirements within 12 months prior to separation:**

- ☐ **NLT 12 months – Complete the Pre-separation Counseling & DD Form 2648 by either:**
  - Face to Face
  - Virtually using ACAP Website / Virtual ACAP Center
- ☐ **NLT 10 months:**
  - Develop an Individual Transition Plan (ITP)
  - Develop a Resume of Choice with ACAP Transition Counselor
- ☐ **Between 10 months and separation date:**
  - Complete specialized training
  - Modify Resume IAW ITP
- ☐ **NLT 9-6 months – Attend the 5 Day Transition Workshop**
- ☐ **NLT 5 months prior to transition – Complete Resume of Choice**
- ☐ **Prior to Clearing:**
  - Soldiers must have in his/her possession products that demonstrate preparedness for transition; this must include a resume and completed DD 2958.  
Also encouraged is one of the following:
    - ✓ Acceptance Letter from College/Training Institute
    - ✓ An Actual Job Offer
    - ✓ A current list of solid job openings that are well-matched to Soldier's current level of knowledge, skills and abilities
    - ✓ Business Plan to start own business

## **Financial Counseling Services**

ACAP has a Financial Counselor on staff. Our financial counselor can assist Service Members in transition in the development of a budget and provide available resources that could assist them with their budget needs. Call the ACAP Center at (703) 696-0973 to make an appointment.

## **24/7 ACAP assistance**

**Call our Call Center Today!**

**800-325-4715**

- ☐ Receive required pre-separation counseling.
- ☐ Learn about transition benefits and services.
- ☐ Take advantage of programs and assistance.
- ☐ Complete DD Form 2648 or 2648-1

## **Very popular classes at Joint Base Myer-Henderson Hall ACAP Center**

- ☐ **Boots to Business (B2B)** – New 2 day workshop from Small Business Administration
- ☐ **Career Resource Workshop** – Learn the art of interviewing with real Employers
- ☐ **Finding and applying for Federal Jobs** – A Department of Labor expert provides insight on the process
- ☐ **Home Buying** – Learn all resources available to enhance your home buying experience
- ☐ **Credit Scores from good to excellent** – Learn to improve your scores with simple changes

- ☐ **Smart Investments** – Learn how to make the best use of your money for a better future
- ☐ **Debt Free** – Learn easy steps to become debt free

Call the ACAP Center at (703) 696-0973 to register.

### **ACAP Virtual Center**

ACAP has a virtual center where transitioners could take and meet part of the requirements at their convenience. For more information visit [www.acap.army.mil](http://www.acap.army.mil) or make an appointment with our ACAP Counselors at (703) 696-0973.

### **VA Claims Assistance**

ACAP provides VA claims application and submission assistance on site on Mondays and Thursdays from 0800-1400. Call ACAP Center at (703) 696-0973 to schedule an appointment.